



Information and Privacy  
Commissioner of Ontario

Commissaire à l'information et à la  
protection de la vie privée de l'Ontario

December 17, 2018

**Re: 2018 Health Privacy Breach Statistics Reporting**

As you may be aware, according to new rules under the *Personal Health Information Protection Act (PHIPA)*, health information custodians in Ontario are now required to report statistics relating to health privacy breaches annually to my office, which oversees compliance with *PHIPA*.

Examples of health information custodians include health care practitioners such as doctors, nurses, pharmacists, speech-language pathologists, chiropractors, dental professionals, dieticians, medical laboratory technologists, massage therapists, midwives, occupational therapists, opticians and physiotherapists.

This statistical report will set out the number of times in 2018 that personal health information held by a health information custodian was stolen, lost, used without authority and/or disclosed without authority. The other sections of the report will focus on the cause of the breach and the number of individuals affected. The report does not ask for personal health information.

The purpose of this letter is to let you know that we have now opened our [online statistics submission website](#) for health information custodians across Ontario to submit their statistics for the 2018 reporting year. If you experienced at least one health privacy breach during the 2018 reporting year—from January to December—you are required by law to complete our online questionnaire. The deadline to submit is **Friday, March 1, 2019**.

If you experienced 0 (zero) health privacy breaches during the 2018 reporting year, you should not submit a statistical report.

To begin, please send us an email to [statistics.ipc@ipc.on.ca](mailto:statistics.ipc@ipc.on.ca) including all of your contact information and we will provide you with a login ID that will give you access to our [online statistics submission website](#). You will then be able to reset the password. The online questionnaire is easy to complete and you may consult the [Workbook and Guide](#) as you go along. Note that we cannot accept submissions by mail or fax; please complete the questionnaire online at this link: <https://statistics.ipc.on.ca>

For your convenience, we have also published a [frequently asked questions](#) document, which will give you the answers to most of your questions.

If you have any questions, do not hesitate to email [statistics.ipc@ipc.on.ca](mailto:statistics.ipc@ipc.on.ca) or call my office at 1-800-387-0073 and ask to speak to an Information Officer.



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Thank you for your cooperation and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Beamish', written in a cursive style.

Brian Beamish  
Commissioner

# How to Register and Submit Your Annual Health Information Breach Statistics

## *Are you a health information custodian?*

***You may have to submit a health privacy breach statistics report to the IPC by March 1, 2019.***

Health information custodians who have experienced health privacy breaches *must submit* a health privacy breach statistics report.

Health information custodians *who are also FIPPA/MFIPPA institutions* must submit a health privacy breach statistics report *whether or not* they have experienced health breaches.

Health information custodians who experienced 0 (zero) breaches do not have to submit a health privacy breach statistics report.

1. You will need a login ID for the Online Statistical Reporting System. If you do not have one, or have lost or forgotten it, you can get one by emailing the IPC at [statistics.ipc@ipc.on.ca](mailto:statistics.ipc@ipc.on.ca).
2. When requesting a login ID, you will need to provide:
  - name of your HIC
  - name and email of the person responsible for the content of the report
  - name, email, telephone and fax numbers and the mailing address of the person responsible for completing the report
3. Once you have your login ID, sign in to <https://statistics.ipc.on.ca> and create a password. If you ever lose or forget your password, you can reset it on the login page.
4. Once you are logged in, you can begin completing the questionnaire.
  - If it is your first time, we recommend you use the workbook to help you fill in the questionnaire.
  - You do not have to complete it all in one session. You can log off at any time and log back in to where you left it.
  - When you are finished, you will have the opportunity to review and make corrections before submitting your report.
  - You may log back in at any time before the deadline to make corrections.
  - You will not be able to log in after the deadline has passed.

**Do not** fax or mail copies of the workbook and guide. You **must** submit your statistical report through the online questionnaire at, <https://statistics.ipc.on.ca>

For more information, please read our FAQs (link). If you don't find answers to your questions, or need assistance in completing or submitting the questionnaire, you can contact us at, [statistcs.ipc@ipc.on.ca](mailto:statistcs.ipc@ipc.on.ca) or 416-326-3333. Toll-free 1-800-387-0073.